COORDINATOR II: ENGLISH LANGUAGE ASSESSMENT AND EVALUATION
 DEFINITION:
Under the general direction of the Coordinator of Language Development Programs,
implement the state English language proficiency assessment, support schools in
understanding the state and district process for identification, progress monitoring,
and reclassification of English Learners, and provide support in interpreting data and
datadriven decision making.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties
may be assigned.

• Provides and interprets assessment results and student achievement data for
site staff to support data-driven decision making for the improvement of EL
instructional programs.
• Coordinates the administration of the following state mandated and district
assessments:
o Initial English Language Assessment of California (IELPAC)
o English Language Assessment of California (ELPAC) Summative
o Alternate English Language Proficiency Assessments
o Native Language Assessment (NLA)
• Submits and retrieves assessment data through TOMS and AERIES system
• Completes tasks associated with the coordination of required/mandated assessments
listed above:
o Establishes and monitors testing schedules at the district and site level;
o Orders materials;
o Trains and supervises LDP Short-term proctors
o Trains Site ELPAC rs
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